

DCS INSTITUTIONAL SUPERINTENDENT

Job Summary

The Youth Development Center (YDC) Superintendent holds the top administrative position at a hardware-secure, residential facility that provides treatment programs for delinquent male youth up to age 19. The Superintendent oversees administration of personnel and programs to ensure safe, efficient operation in compliance with policies and statute and lawful functioning. The position requires in-depth knowledge of human behavior, adolescent psychology and the juvenile justice system. S/he coordinates all staff to ensure safety and security in the facility, the proper treatment of students, and overall efficient fiscal operations. The superintendent establishes policies, and sets financial and programming goals for the Youth Development Center. S/he monitors the effectiveness of current activities and seeks ways to improve upon them, basing decisions on changes in the juvenile justice legislation, research, and data. The position requires a thorough understanding of the therapeutic needs of delinquent youth and best practices for treatment.

Job Duties

The superintendent leads and manages and oversees Youth Development Center staff to achieve objectives of physical/emotional well-being and educational development for youth, and safety/security for youth and staff. Staff includes security officers and supervisors, treatment managers, mental health practitioners, educators, nurses, fiscal, human resource and other support staff. Responsibilities include:

- Hands-on oversight of hiring, training, promotion, discipline and evaluation
- Coordinate staff to maintain a safe working environment
- Delegate responsibilities to first-line supervisors and monitor results to ensure compliance with state regulations
- Budgeting and fiscal planning
- Develop and implement facility policies
- Evaluate program effectiveness and conduct cost-benefit analysis
- Oversee and enhance effective facility maintenance
- Achieve and maintain facility safety/security
- Contribute to the development of agency policies beyond YDC facility
- Ensure fair, timely resolution of personnel and disciplinary matters
- Coordinate response during emergency situations, such as a riot or a natural disaster
- Enforce rules, regulations, policies in compliance with relevant regulations including: Tennessee Code Annotated 37-5-202; 37-5-203; 37-5-204; American Correctional Association; Council on Accreditation; and Prison Rape Elimination Act (PREA)
- Other duties as assigned

Job Requirements

The qualifications for the position of Superintendent as specified by the American Correctional Association Performance-Based Standards for Juvenile Correctional Facilities include at a minimum the following:

- A bachelor's degree in a relevant discipline; five (5) years of related administrative experience; and demonstrated administrative ability and leadership.
- The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to the bachelor's degree

Send Resume to Karen.L.Haynes@tn.gov

Closing Date: Friday, August 14, 2015

The State of Tennessee is an Equal Opportunity Employer